The New Hampshire Department of Environmental Services Drinking Water Source Protection Program



2005 LOCAL SOURCE WATER PROTECTION GRANTS

APPLICATION AND INFORMATION PACKET FALL 2004



✓ Introduction:

Once again the New Hampshire Department of Environmental Services (NHDES) is pleased to announce the availability of grants to support local water protection projects through the *Local Source Water Protection Grants*. Specifically, grant money is available to implement programs to protect existing sources of public drinking water. Since 1997, DES has made small grants to water suppliers, municipalities, and other local organizations for the purpose of protecting drinking water sources. Approximately **\$200,000** is expected to be available in 2005, contingent upon receiving federal funds.

If you have a drinking water protection project in mind and would like to pursue funding, the attached packet explains eligibility and procedural requirements for grant applications.

Deadline:

Please fill out the accompanying application form and appropriate project narrative.

Completed applications must be submitted to DES by November 30, 2004.

Applications can be mailed or e-mailed to: Johnna McKenna

NHDES-WSEB PO Box 95

Concord, NH 03302-0095 jmckenna@des.state.nh.us

Only 1 copy of an application is required (extra copies on disks are not necessary).

•Applications, examples of previously funded projects and other grant forms are also available on the DES website at www.des.state.nh.us/dwspp/grants.htm

? Questions:

For questions regarding grant projects contact:

Paul Susca 603-271-7061 <u>psusca@des.state.nh.us</u> Sarah Pillsbury 603-271-1168 <u>spillsbury@des.state.nh.us</u>

† Who Can Apply:

- ♦ Water Suppliers
- ◆ Regional Planning Commissions
- ◆ County Conservation Districts
- Watershed Associations

- Municipalities
- Non-profit Organizations
- ◆ State Agencies

DELIGIBLE Projects:

1. Delineation - The NHDES has completed delineations for all sources of water for community and non-community, non-transient public water systems. This was accomplished using available information. Grants could be used to refine these delineations using additional site-specific information, if such refinement is needed for specific protection measures.

2. Assessment -

- A) Inventory Improving upon existing inventories available from the NHDES Geographic Information System, a project could involve expanding the inventory of existing and potential point and non-point sources of contamination as well as inventorying relevant local protection ordinances.
- B) Evaluation Evaluating the existing and potential threats to water quality and identifying appropriate protection measures such as educational programs, best management practices (BMPs), local land use regulations, groundwater reclassification, adopting source water protection rules under the provisions of RSA 485:23, land acquisition, etc.
- **3.** *Implementation* Grants can be used to implement protection and security measures in source water protection areas. For example, committee development, structural BMPs, and education, as well as the preparation of ordinances and reclassification requests. Grants can also be used to prioritize lands for conservation but cannot be used to purchase lands or easements (Note: Another grant program is available for this purpose). Security projects including fencing, lighting and gates (for sources only) are also eligible.

Criteria:

- Project must address active or planned (must have at least submitted a preliminary well siting report for groundwater sources or for surface water sources have submitted a conceptual plan) sources of public water supply.
- Project must address delineation, assessment or implementation components of a source water protection program.
- ◆ Assessment projects should indicate a clear path toward implementation.
- Projects involving the collection, analysis, or manipulation of environmental (e.g., water quality) data, if selected for funding, will require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by DES and the U.S. EPA prior to the commencement of this work. Applicants must include the preparation and implementation of this plan as a specific task and as an item in the budget. Keep in mind that it usually takes several months to complete the QAPP writing and approval process. For guidelines on the timeframe required for development and approval of QAPPs, visit the DES website at www.des.state.nh.us/wmb/was/2004rfp/QAPPtimetable.pdf.
- ◆ If the applicant is someone other than the water supplier, the water supplier must understand and submit a letter of support with the application.
- ◆ The grant for any one project must not be more than \$15,000.
- Funds cannot be awarded for work already completed.

Project Narrative:

Along with the application form, please submit a narrative that answers the questions below:

1. What specific threat does the project address?

Describe the contamination threat that the project will address.

2. Is the project consistent with and does it fulfill some component of a comprehensive Source Water Protection Program?

Describe the Source Protection Program and how the proposed project fits into it.

3. What are the project goals?

Describe what the project is attempting to accomplish with respect to source water protection. Goals should be measurable to the extent possible.

4. If the project involves structural best management practices (BMPs) or security hardware improvements, describe how they will address the threat. Describe the provisions for long term maintenance?

Describe the BMPs/security improvements that will be used to address the threat (examples of BMPs include installing stormwater treatment devices, planting vegetative buffers, and constructing infiltration devices to treat runoff). In addition, describe the rationale for choosing the selected BMPs/security improvements, where and when the BMPs/security improvements will be installed, required maintenance, the mechanism for insuring long-term operation and maintenance, and for security projects whether a vulnerability assessment has been completed.

5. Is there documented local support (e.g. letters from Water Suppliers, Board of Selectmen, landowners) for the project?

Local support is desired from nearby landowners, watershed groups, municipalities, water users, and other organizations with an interest in the water body. Support documentation can include letters (individual letters are preferred over form letters), minutes of board meetings, pledges of financial contributions, and/or municipal votes. Written permission of the landowner on whose land BMPs will be constructed is necessary to proceed.

6. What will the schedule and costs for the project be?

Describe what you are going to do (project tasks), when you are going to do it, and what the end results will be (e.g. workshop, video, plan, demonstration, etc.). Provide a detailed budget using the budget format on the reverse side of the application form. Show the costs for each budget item to be paid for by the grant and those supported by matching funds. Volunteer labor can be valued at \$16.54 per hour (see www.independentsector.org for methodology) or at the current professional rate for services provided, and donated equipment can be allocated at market leasing rates.

Grant Process & Required Documents:

Once applications are received they are evaluated by a review team for eligibility and then ranked according to set criteria (see evaluation criteria on last page of application packet). Once the projects are chosen the applicant is contacted with a letter of approval and grant agreement paperwork required for final approval. For those projects that are denied funding, a letter will be sent to the applicant explaining the reason for denial. Some projects may require some revisions before they can be approved. If so, applicants are contacted to work out the revisions.

Once projects are chosen for funding, grant recipients must enter into a Grant Agreement with the State of New Hampshire to receive funds.

The following documentation is **not required at the time of application**, but will be required for final approval after projects are chosen for funding:

The grant agreement paperwork includes:

- 1. Approval Letter
- 2. Grant Agreement Form: Provided by DES. Must be signed and notarized by applicant.
- 3. Exhibit A-Scope of Services & Exhibit B-Budget Breakdown: Provided by DES.

The grant agreement paperwork should be reviewed by the applicant. If acceptable then the grant agreement form must be signed and notarized and returned to DES along with:

- A. Certificate of Vote of Authorization: Notarized "Certificate of Authority" form signed and notarized by applicant (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).
- B. Certificate from Secretary of State: "Certificate of Good Standing" from the N.H. Secretary of State. Requested by DES if needed (does not apply to municipalities). Note: This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the \$25 fee to do so. If an organization has not registered with the Secretary of State, this process may be delayed.
- C. Alternate W-9 Form: Provided by DES if needed. Note: So a vendor code can be issued for reimbursement.
- D. Certificate of Insurance: Provided by applicant (Note: Indicating that the Grant Recipient has the required amount of liability insurance (\$2,000,000 for bodily injury; \$500,000 property damage. The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor).

Once the paperwork is received by DES it will go through the Governor & Council process for final approval. This can take up to 2 months. Once the grant is approved a copy will be sent to the applicant and the project may begin.

As each task is completed in the grant agreement the applicant submits the request for reimbursement by submitting the request form and proof that the work was completed. Reimbursements can take 1-2 weeks following the time the request is received by DES.

Because these grants are made possible through federal funding, applicants are required to go through a competitive bid process for contractor selection and to make a good faith effort to hire disadvantaged businesses. Contact Johnna McKenna at 603-271-7017 for a list of minority- and woman-owned businesses or on the web at www.state.nh.us/dot/humanresources/dbe/index.htm

Evaluation Criteria:

The following lists the criteria and how each grant application is ranked during the review process. *Please do not fill this section out, it is included for your information only.*

CRITERION	POINTS
Does the project address an active public water supply source?	0 to 4
Does the project consist of and fulfill some component of a	
Source Water Protection Program?	0 to 10
Does the project have at least a 25% match?	6
10% to 24% match	4
1% to 9% match	2
No match Match Amount:	0
Does the project address <u>existing</u> contamination sources?	0 to 5
Does the project address <u>future</u> contamination sources?	0 to 5
Groundwater Sources:	
Does the project address contamination sources within 500 feet of the well	
within the WHPA?	
Surface Water Sources:	
Does the project address contamination sources within 500 feet of the source	
and within 1 mile of the intake?	0 to 5
Does the project address categories with high ratings in source water	
assessments?	0 to 5
Is the project located in a Priority Watershed designated by the Watershed	
Management Bureau?	0 to 5
Does the project indicate a clear path towards implementation?	0 to 10
How is the overall quality of the application?	0 to 8
How is the cost effectiveness of the project?	0 to 9
Will the results be transferable?	0 to 10
Does the project address security of or limit of or control public access to the	0 to 10
source, SPR, pump house, etc.?	
If the applicant has received a grant(s) in the past, how was the quality and	0 to -10
value of the applicant's previous work?	
If the project involves BMPs, are there provisions for long-term maintenance?	0 to -5
Are there any significant PWS deficiencies?	0 to -10

New Hampshire Department of Environmental Services 2005 Local Source Water Protection Grant Grant Application Form

Project Title:	
Applicant/Organization:	
Address:	
Telephone: (day)	_ (evening)
(fax)	(E-mail address)
Project Location Town(s):	
	to be protected:
Grant Amount Requested: \$	
Local Match to be Provided: \$	
Total Project Cost: \$	
Please provide a brief description of your proje	ct (no more than one or two paragraphs).

Please attach the three or four page project narrative answering the questions posed in the application packet, and attach any maps, photos, designs, and/or graphics as appropriate.

DUE BY NOVEMBER 30, 2004

Budget Format:

BUDGET ITEM	<u>A</u> QUANTITY	<u>B</u> RATE	<u>C</u> TOTAL (AXB)	<u>D</u> GRANT (C-E)	<u>E</u> MATCH (Identify source)
LABOR					
MATERIALS/ EQUIPMENT					
SALARY/BENEFIT					
CONTRACTED SERVICES - provide budget detail					
SUPPLIES					
OVERHEAD - specify					
OTHER - explain					
TOTALS					

The budget should also be broken down by Task. Please use the table below to list the general project tasks and the cost breakdown for each task. For example, a project task may involve creating education materials where the grant supports \$2,000 in materials and the applicant provides \$1,000 in labor costs as match. The total cost of this task is \$3,000.

Task (provide description)	Funds provided by Grant	Matching Contribution	Total cost of task
, ,			Φ.
Task 1:	\$	\$	\$
Task 2:	\$	\$	\$
Task 3:	\$	\$	\$
Total	\$	\$	\$